

# PS Scale Quick Start Guide

See back for detailed instructions and FAQ

Models PS90



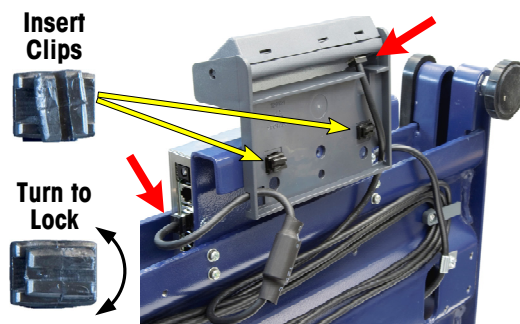
## 1 Verify Contents:



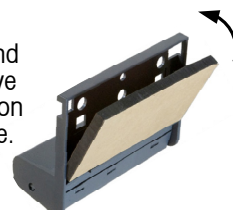
## 2 Install Display

Display can be wall or base mounted.

**To Base Mount:** Attach display to base by inserting two plastic clips at yellow arrows, turn 90° to lock in position.



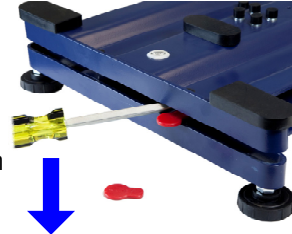
**To Wall Mount:** Remove adhesive liner from pad and insert into bracket. Remove outside liner and position on wall. Press firmly to secure.



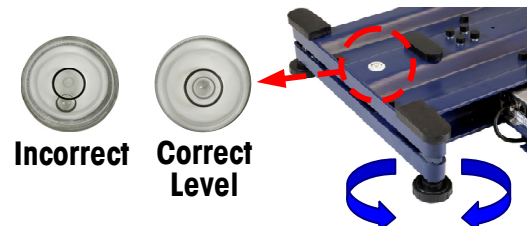
- Connect display cable at 2 red arrows.
- Wrap excess cable beneath scale.
- Adjust the display angle.

## 3 Pull Shipping Tabs

- Use a screwdriver to gently pry apart scale base until tabs become loose.
- Remove 4 red shipping tabs from scale base and discard.

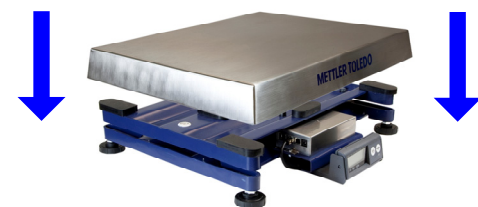


## 4 Level Scale

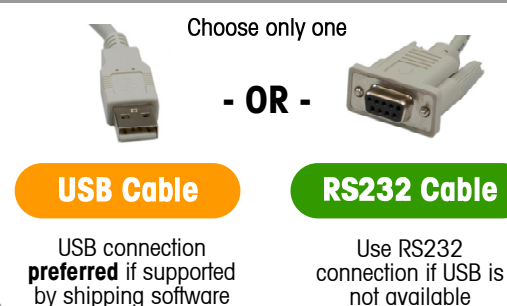


- Adjust feet until scale is stable and bubble is centered.
- Tighten lock nut.

## 5 Put Platter on Scale



## 6 Confirm Connection



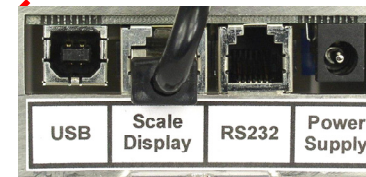
## 7a Connect via USB Cable

- Plug USB cable into scale and PC.
- Go to step 8.

PC Connectors



Make direct USB connection to PC.  
Do not use USB Hub.



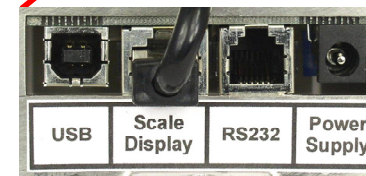
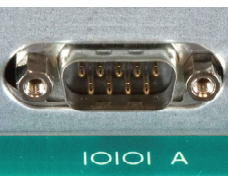
Power Supply Not Required with USB

## 7b Connect via RS232 Cable

- Plug RS232 cable into scale and PC.
- Plug in Power Supply.
- Go to step 8.



PC Connectors



Power Supply Required With RS232

## 8 Enter Setup Code

**!! Observe display on first power up !!**

- If "0.00" is displayed, no code is required. Go to step 9.
- If "Geo in" is displayed, enter two digit GeoCal Location Code for your area from the chart on the back.



- Press **→0←** repeatedly to scroll through codes. Numbers will repeat.
- Select correct code by pressing **↺** twice.
- Scale will reboot and display should read "0.00".

## 9 Configure PC Software

- Open your carrier, shipping, or POS software on the PC.
- In the shipping software setup screen, select the proper scale model from the pull down list (e.g., "Toledo PS60").
- For additional assistance, contact your software provider.

## Scale Operation

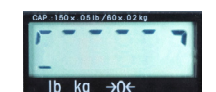
**Units:** Switch between units (disabled on some models)

**Zero:** Zero scale with no weight on platter

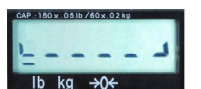


**Units Indicator**

**Zero Indicator**



Scale Over Capacity  
Reduce weight





Scale Under Capacity  
Zero scale with no weight on platter

For additional product and technical support:  
[www.mt.com/ind-psscale](http://www.mt.com/ind-psscale)

**METTLER TOLEDO**



Installation Instructions

1. Remove contents from box, confirm all hardware is present
- Scale Base
  - Display, bracket, cable, clips and adhesive pad
  - Platter (Packaged in separate box)
  - USB Cable
  - RS232 Cable
  - Power Supply
2. Remove mounting clips from display bracket by rotating to the "Insert" position.  
**Display can be base or wall mounted.**
- Base Mounted:** Place display on scale base, insert 2 mounting clips and rotate 90° to the "Locked" position. Connect cable, through bracket holes, to display and scale.
  - Wall Mount:** Peel paper off one side of adhesive pad and press into display bracket. Check positioning on wall with display on bottom, angled out. Peel off remaining paper and press against wall. Connect cable to display and scale ports.
3. With a screwdriver, gently lift the top plate of the scale base and remove the 4 red tabs.
4. With platter off, level the scale by adjusting the feet until the scale is stable and the bubble is centered inside the reference circle. Wrap excess cable underneath scale.
5. Place platter on scale. **There should be nothing touching the scale.**
6. Choose one method of connecting the scale to your PC: USB or RS232.
- Preferred method is USB** if supported in carrier or shipping software.
  - USB method must be used if communicating to multiple software programs.
  - DO NOT connect both USB and RS232 cables at the same time.
7. Access connectors by turning scale on its side or lifting front portion of platter:
- USB**
- Plug small end of USB cable into the scale connector port marked "USB".
  - Plug large end of USB cable into the PC. A direct connection to the computer is required. Do not use a USB hub.
- Note: The scale is adequately powered by the USB port so the Power Supply is not needed with USB connection.*
- RS232**
- Plug the Power Supply (required with RS232) into the scale connector port marked "Power Supply". Plug the small end of the RS232 cable into the scale connector port marked "RS232".
  - Connect the large end of the RS232 cable to the PC port (Generally labeled COM 1, COM A or IO/IO). Plug Power Supply into AC outlet.
- If you plugged the RS232 cable into the incorrect PC port, turn off the computer, then change ports and reboot your computer.*
- For added cable length, see Replacement Parts for RS232 extension cable.*
8. The **very first time** the scale is powered up, if the display shows "0.0" then skip to Step 9. If the display shows "Geo" in then enter the GeoCal Location Code as follows.
- Choose the code from the chart at right that best matches your location.
  - Press the ZERO  key repeatedly to scroll to that number. Numbers will repeat.
  - To select the code, press the UNITS  key. Display will show "done". Press UNITS key again and scale will reboot. Display will show "0.0".
- Consult Technical Manual on website regarding how to input GeoCal code after first power up cycle.*
9. Configure your carrier, shipping, or POS software to communicate with the scale. Make the proper scale selection from the software pull down list, typically "TOLEDO" or "PS60". For additional support, please contact your carrier or shipping software provider.

Trouble-Shooting and FAQ

1. **The display indicates E5 (Error Code 5).**
- This indicates invalid parity setting in the PC RS232 connection setting. Select the correct scale model in the shipping software, and then press any button to clear E5.
  - If above does not work, reconfigure the scale RS232 communication settings to match your specific shipping software. Refer to the Technical Manual, found at [www.mt.com/ind-psscale](http://www.mt.com/ind-psscale).
2. **My display screen is blank.**
- Power supply may be unplugged or display cable not attached to scale base.
  - If using RS232, confirm power supply is plugged into working AC outlet and power supply is plugged properly into scale base.
  - If using USB, make sure USB cable is pushed in all the way at both scale and PC.
  - Make sure nothing is on or touching the top of the scale when it first powers-up.
  - If you have verified that the scale is receiving power, and you still have nothing on the display, then try unplugging and reinserting the display connector into the scale base.
3. **The scale is showing brackets on the display.**
- This indicates Over or Under weight capacity. This can be caused by putting too much weight on the scale or by powering up the scale when there is weight on it.
  - Disconnect power by unplugging the USB cable or power supply. Remove any weight from the scale, then plug the scale back in. The scale will reboot, and will capture zero.
4. **Do I plug in the Power Supply when I use the USB cable?**
- No, the power supply is not needed. The scale is adequately powered by the USB port. The scale only needs a direct USB connection to the PC. Do not use a USB Hub.
  - The power supply can be utilized with the USB cable if your PC is having issues. The scale will recognize the power supply and utilize it as the power source instead of the USB port.
5. **Can I connect the scale to a USB Hub adapter that has multiple USB ports?**
- No, the scale needs a direct USB connection to the PC.
6. **Why would I need a Ball Top or Roller Top Platter?**
- The Ball Top and Roller Top platters allow packages to slide easily on the scale. They are often used when handling heavy packages or a large quantity of packages. The Roller Top is often used for conveyor feed (Right-Left). The Ball Top allows rotation or movement in all directions and is often used at retail counters or in mail rooms.
7. **Why would I need a Remote Display?**
- Remote Displays make it easy to see the weight if the scale is on the floor or if a large package blocks the view. In retail pricing applications, local Weights and Measures regulations typically require a customer display. Accessory kits (below) allow a 2<sup>nd</sup> wall or tower display to be added to the existing base display.

GeoCal™ Location Codes

State	Code	State	Code	State	Code
<b>Alabama</b>		<b>Indiana</b>		<b>North Carolina</b>	
Birmingham & North	13	North of Indianapolis	16	Raleigh & North	14
South of Birmingham	12	Indianapolis & South	15	South of Raleigh	13
<b>Alaska</b>		<b>Iowa</b>		<b>North Dakota</b>	18
Anchorage & South	23	North of Des Moines	17	<b>Ohio</b>	
Anchorage – Kotzebue	26	Des Moines & South	16	Akron & North	16
North of Kotzebue	27	<b>Kansas</b>	14	South of Akron	15
<b>Arizona</b>		<b>Kentucky</b>	14	<b>Oklahoma</b>	13
Phoenix & North	12	<b>Louisiana</b>	12	<b>Oregon</b>	
South of Phoenix	11	<b>Maine</b>	18	Salem & North	18
<b>Arkansas</b>	13	<b>Maryland</b>	15	Salem - Oakridge	17
<b>California</b>		<b>Massachusetts</b>	17	South of Oakridge	16
North of Chico	16	<b>Michigan</b>		<b>Pennsylvania</b>	16
Chico – San Francisco	15	NW of Lake Michigan	18	<b>Rhode Island</b>	16
San Fran. - Bakersfield	14	SE of Lake Michigan	17	<b>South Carolina</b>	13
South of Bakersfield	13	<b>Minnesota</b>	18	<b>South Dakota</b>	17
<b>Colorado</b>		<b>Mississippi</b>		<b>Tennessee</b>	13
Denver & North	13	Kosciusko & North	13	<b>Texas</b>	
South of Denver	12	South of Kosciusko	12	NE of Colorado River	12
<b>Connecticut</b>	16	<b>Missouri</b>		SW of Colorado River	11
<b>Delaware</b>	15	North of Springfield	15	<b>Utah</b>	13
<b>Florida</b>		Springfield & South	14	<b>Vermont</b>	17
West Palm Beach & North	11	<b>Montana</b>		<b>Virginia</b>	14
South of West Palm Beach	10	Helena & North	18	<b>Washington, DC</b>	15
<b>Georgia</b>	12	South of Helena	17	<b>Washington State</b>	18
<b>Hawaii</b>	9	<b>Nebraska</b>	15	<b>West Virginia</b>	15
<b>Idaho</b>		<b>Nevada</b>	13	<b>Wisconsin</b>	
North of Salmon River Mt.	17	<b>New Hampshire</b>	17	Green Bay & North	18
South of Salmon River Mt.	16	<b>New Jersey</b>	16	South of Green Bay	17
<b>Illinois</b>		<b>New Mexico</b>	11	<b>Wyoming</b>	
Bloomington & North	16	<b>New York</b>		North of Casper	15
South of Bloomington	15	Albany & North	17	Casper & South	14
		South of Albany	16		

Note: If scale is used for retail pricing, please contact your local Weights & Measures office to have the scale tested and certified "Legal for Trade". [www.ncwm.net/state](http://www.ncwm.net/state)

Accessories & Replacement Components

	PS90 - 150lb	PS90 - 300lb
10 ft. RS232 Extension Cable	09000322000	09000322000
Dual Wall Mount Display	02704100000	02704B00000
2 <sup>nd</sup> Display - Wall Mount (Use with original base mount display)	02705100000	02705B00000
Dual Display Tower	02706100000	02706B00000
2 <sup>nd</sup> Display - Tower (Use with original base mount display)	02707100000	02707B00000
Ball Top Platter	09060169000	09060169000
Roller Top Platter	09060168000	09060168000
Conveyor Drop-in Kit (Rail Brackets)	64058112	64058112
Stainless Steel Platter	09060167000	09060167000
Power Supply	64067873	64067873
Base Mount Display	02701100000	02701B00000



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Technical and Product Support

Support documents can be found at [www.mt.com/ind-psscale](http://www.mt.com/ind-psscale). If unable to resolve your problem or if you need to obtain warranty or repair service, please call Mettler Toledo at **1-800-786-0812**. Please have the following information available and be at your scale and computer when calling:

- Scale **Model**, **Ram** and **Serial number (S/N)**
- Carrier or shipping software name and version number

*Remove platter to  
access data label*

